

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 14-93**

OPEN TO:	All Interested Candidates	OPENING DATE: May 21, 2014
TITLE:	AID Development Assistance Specialist	CLOSING DATE: June 20, 2014
GRADE:	FSN-12	AGENCY: USAID
POSITION NO:	80395-003	LOCATION: KARACHI
SALARY:	Rs.3,984,400/- P.A.	

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of AID Development Assistance Specialist (Multi-Sectoral) for the Karachi Office. The position is classified at FSN-12 grade level. The starting salary for this position is Rs. 4,013,121/- per annum and the maximum range is Rs. 7,474,042/- per annum, as per the current FSN Compensation Plan.

BRIEF DESCRIPTION OF DUTIES:

The Development Assistance Specialist (Multi-Sectoral) fills a senior position in the USAID/Pakistan Karachi Provincial Office for Sindh and Baluchistan with responsibility for the design, implementation, monitoring, and evaluation of a broad range of development activities encompassing economic growth, energy, democracy and governance, health, and education sectors. While not an expert in all of these fields, the Specialist possesses the knowledge and experience necessary to advise the Karachi Office, USAID/Pakistan headquarters in Islamabad, and the US Consulate General in Karachi on a broad range of development and political issues dealing with development assistance in Sindh, Baluchistan, and Pakistan as a whole. The incumbent is responsible for implementing selected portions of the Karachi Provincial Office portfolio, with responsibility for serving as COR/AOR and for providing oversight and management of the implementation and direction to two major Implementing Partners (IPs). The position includes responsibility for monitoring and evaluation of existing program activities and for designing new activities, as required. The incumbent participates with professionals from all sectors of the USAID portfolio in planning, design, development, management, and monitoring of Karachi Provincial Office programs. The incumbent represents USAID, its activities, and its programs to Government of Pakistan (GoP), provincial, district, and municipal government personnel, from the counterpart level to senior officials, and to private sector, civil society, and university and religious leaders, as well as to other donor agencies. The incumbent applies broad experience in dealing with a wide range of development issues, and deals with senior government, business, civil society, and other leaders in an easy manner; likewise, the Specialist is equally at ease dealing with everyday individuals in a broad range of circumstances. The incumbent reports directly to the Director, Karachi Provincial Office, and indirectly to Office Directors and the Director and Deputy Director of USAID/Pakistan in Islamabad.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Master's degree (16 years of education) or the host country equivalent in a field relevant to development assistance, such as law, public administration, international relations, economics, social sectors, business, or a related field is required.

EXPERIENCE: A minimum of seven years of progressively responsible, professional-level experience in development assistance with the Government, other donor governments and donor agencies, civil society organizations, or the business sector is required. Experience should include project design, program planning and implementation, performance monitoring, and/or the analysis and interpretation of large amounts of complex program/project information.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: The Incumbent must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the assignment and to development programs in Sindh and Baluchistan. Knowledge and understanding of the economic, political, social, and cultural characteristics of Sindh and Baluchistan; and of the economic development problems, resources and resource constraints, and development prospects and priorities of these provinces is required. The incumbent must have a good knowledge, or the potential to acquire such knowledge, of government legislation, policy, and practice relating to development assistance; of programming policies, regulations, procedures, and documentation; and of the objectives, methodology, and status of assigned activities. The incumbent must have knowledge and understanding of the organization and respective roles of the different branches in the government. He/she must also have an in-depth knowledge of federal, provincial and district institutions, policy directions, objectives, and priorities relating to organization activities; and a sound knowledge of political, economic, social, and cultural characteristics and developments in Sindh and Baluchistan.

ABILITIES & SKILLS: The demonstrated ability to plan, organize, manage, and evaluate program/project activities is required. Excellent verbal communication skills, tact, and diplomacy are required to establish and develop sustainable working relations and a high level of trust with senior- and middle-level officials, and with public and private organizations, such as the primary technical contacts in each development sector. Must be able to explain and interpret provincial attitudes, priorities, and concerns to organization officials, and to negotiate program/project plans and resolve program/project implementation issues with appropriate provincial organizations, technical advisors, IPs, counterparts, peers, and others. Writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers. Analytical ability is required to interpret public policies, and to assist in the development of revised policies, as required; and to develop and monitor the performance of budgets, and the development of periodic work plans. Skill in program/project programming, policies, and plans, and in developing strategies for implementation, is desired. The ability to work effectively in a team environment, and to achieve consensus on policy, program/project, and administrative matters is required. Good computer skills are required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 20, 2014

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.